

Committee Management (CM) Training



CM Training Agenda

- CM Overview
 - History
 - Committees
 - People
 - Meetings
 - Reports
- CM Client Server Demo
- CM WEB Demo
- Resources
- Questions & Comments

CM – Pre 1995

- IC CMOs created and/or added data to word processing documents to create all CM documents (Nomination slates, FRN, etc.)
- Statistics by calculator or excel spreadsheet
- Updates in IMPAC I took overnight
- President's Annual Report was completed on typewriter and hard copy member report generated by IMPAC I (white out used to make corrections)
- SREA Voucher were created on typewriter and reviewed/finalized using hard copies

Current CM (IMPAC II)

- Single entry of member and meeting data
- Improved Reporting - CM slate reports, rosters, Federal Register Notices, FOP reports, etc. generated from system.
- Worksheet calculations are automatically computed
- Data updates are instant; real time
- Data for President's Annual Report is sent to GSA electronically using XML
- Vouchers are generated and finalized electronically
- Transition to J2EE technology – CM WEB

Future for CM

- Fully functional CM J2EE web application
- Knowledge Management, OLAP Tools, Data Mining Tools
- Automated Committee Chartering Process
- Automated processing of Federal Register Notices for committee establishments, terminations and renewals

Committees

- General Administration
 - Creation of cmte
 - Required information for set up
 - Usually done by NIH CMO or IC CMO

Committees

- Tracks the details of existing cmtes
- Creates newly chartered cmtes and subcmte records
- Tracks each cmtes affiliations
- Tracks cmte status of existing nominees or currently serving members

People

- Query impacii database for people to serve on cmtes
- View Personal Info
- Add person to db

People

- Develop cmte membership via nomination/appointment process
- Manage Nomination/Appointment process from beginning to end
- Track and manage the clearing of financial interest and COI waivers for prospective members

People

- Prepare Nomination Slate package for submission to IC CMO and NIH CMO and the approving offices for clearance

Meetings

- Set Review meetings
- Manage meeting rosters
- Manage meeting agenda details
- Combine subcmtes with parent meetings (for councils only)
- Generate Federal Register Notice

Reports

- Slate reports – 7
- Presidents Annual Report (PAR) – 9
- Financial Operating Plan (FOP) – 4
- General Reports – 19
- 34 total reports can be generated from CM
- PDF, HTML versions

CM Client Server

- Application contains all CM modules
- All functionality and reporting is available
- Older technology

CM WEB

- Limited functionality
- Only contains meeting and roster functionality
- Limited reporting capability
- Newer technology



Web Resources

- Main eRA website for system and application documentation for ALL business areas.
- eRA Web applications launch pad

<http://impacii.nih.gov/>



Web Resources

- Main eRA website for general information and news about the eRA Project at NIH
- Launch Pad for eRA Virtual School

<http://era.nih.gov/>



eRA Virtual School

- Interactive tutorials, FAQ's, Quick tips, User Guides, info about User Groups
- Interactive tutorials at your desk walking user through common scenarios
- CM, IAR and PGM up now, more business areas planned

<http://era.nih.gov/virtualschool/>



eRA Helpdesk

- Need immediate help and need assistance with an eRA application

301-402-7469

- Email:

Helpdesk@od.nih.gov

Questions

- Q & A
- Comments